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PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA
DEPARTMENT OF CO-OPERATION
PALACE COMPOUND, AGARTALA
(Tel No.91-381-232-3765, Fax -232-5935, Email ID : rcstripura2013@gmail.com)

No.F.1(80)/COOP/IT/2014(PAD-2) Dated, Agartala, the 27th March, 2026.

MEMORANDUM

WHEREAS, **"EASE OF DOING BUSINESS"** is a priority of the State Government;

WHEREAS, every eligible citizen shall have right to obtain citizen related eligible services in the State as per the provision of section 3 (1) of the Tripura Guaranteed Services to Citizen Act, 2020 within the stipulated period as display the same on the notice Board of office;

THEREFORE, there is a need to define clear timeline for approval of Registration Certificate/ Amendment of Bye Laws and service procedures for obtaining the Certificate, approved Bye-laws etc of eligible Co-operative Societies under the provision of the Tripura Co-operative Societies Act. 1974 as well as the provision of the Tripura Cooperative Societies Rules 1976 made there under;

Now, considering all aspects. it is ordered that the Registering Authority should issue the required Registration Certificate and Certificate of amendment of bye-laws of eligible Co-operative Societies within **15(fifteen) days** from the date of receipt of the application in complete manner or may ask for additional documents /records or reject the application with intimation to the applicant showing proper reason under the provisions of the Tripura Cooperative Societies Act. 1974 & Rules 1976.

The Service procedure & a check memo are enclosed.

This is issued in partial modification of the earlier Memorandum vide even no. No.F.1 (80)/COOP/ IT/2014(PAD) dated 07-11-2017 issued by the Deputy Secretary to the Government of Tripura, Department of Co-operation.

This will take effect from the date of its publication in official Gazette.

Digitally signed by (D.Debbarma, IAS)
Dasharath Debbarma
Additional Secretary,
Date: 26-03-2026 11:03:07
to the Government of Tripura.

SERVICES TO CITIZEN

O/O THE REGISTRAR OF SOCIETIES, UNDER THE DEPARTMENT OF COOPERATION, GOVERNMENT OF TRIPURA, SERVICE PROCEDURES FOR REGISTRATION OF COOP. SOCIETIES & THEIR AMENDMENT.

Name of the Department	Department of Cooperation
Communication Address	O/o the Registrar of Cooperative Societies, Palace Compound, Uttar Gate, Agartala, Sadar, West Tripura District, Pin:-799001, (Phone-0381-2323765, Fax No.0381-2325935), (e. mail- rcstripura 2013@gmail.com.
Name of Service	Approval of the Registration & Amendment of Bye-laws of Co-operative Societies under the provision of the Tripura Co-operative Societies Act, 1974.
Procedure	i) Applicant is to submit the Registration proposal/Amendment of eligible Cooperative Societies with required documents through online. ii) Application received against receipt of acknowledgement. iii) DRCS/ARCS shall verify the proposal. iv) If found satisfactory, DRCS/ARCS forward the proposal to the Registering Authority with specific recommendation. v) If the proposal found not satisfactory by the DRCS/ARCS, observation are to be communicated to the applicant concerned vi) On scrutiny of the proposal at RCS office, proposal shall be submitted to the Registering authority. vii) If the proposal is found incomplete, it should be returned back to the applicant for necessary correction & re- submission. viii) Registration certificate to be issued.
Documents & Statutory form to be submitted (in case of New Registration proposal	i) Application in form-A under Rule -4 should bear full signature of at least 14 (fourteen) Nos. promoter members. Each member should come from different families. There shall not be more than two persons from one family and at least one should be women. There will be no bar, if two members are women as per section 6(1) of TCS Act. 1974 (Third amendment Act. 2016). ii) Organization form in Cooperative Special form No. 7 should bear clear recommendation of the Cooperative Inspector of concerned Circle for registration of the Cooperative Society. iii) 1 (one) copy of bye-laws without any typing mistakes and duly signed by all promoter members as per Rule 4(1) (a) of the TCS Rules 1976. iv) A copy of resolution passed in general meeting of the promoter members taking decision for registration of the Society duly attested by proposed president of the Society in all papers with official seal. v) A Certificate from Bank showing the credit balance in favour of the proposed Society as per Rule- 4(1)(b) of TSC Rules 1976 should be submitted in support of the same. A list of Share holders showing share money paid by the promoter members and Up-to-date cash account of the proposed Society should also be furnished.

Documents & Statutory form to be submitted (in case of New Registration proposal	vi. As per Rule 4(1) (d) of TCS Rules 1976 a scheme should also be submitted. vii. A Certificate from the president of the proposed Society under the provision of Section 8(2) of TCS Act, to the effect that each of the promoter members are belonging to different families. viii. In case the proposed Society is a Technical/Special type of Society, a Technical feasibility and economic viability Certificate should be furnished from the concerned department. ix. Name and address of one promoter member with whom the communication to be made with as per Rule 4(1) (c) of TCS Rules 1976 is to be mentioned. x. Photo copy of voter Identity Card, Aadhar Card & Ration Card may be given as proof of address & Identity of the promoter members. xi. Such other documents as may be specified by the Registrar as per provision of Rule 4(1) (e) of TCS Rules 1976. xii. Bye-laws of the proposed Society should also contain the following provisions clearly:- a) Person who will be the custodian of Cash and properties of the Society. b) Government's participation in the Share Capital of the Society. c) Person(s) who will operate the Bank A/C of the Society, preferably jointly by the President and Manager or Secretary (appointed) of the Society. d) Person(s) who will sue or be sued in favour of the Society. e) Provision of Bonus to the employees of the Society should be as per Bonus Act. f) Dividend to share holders should be as per provisions of Section -59 of the TCS Act. 1974. g) Appropriation of profit should be as per provisions of Section-57 of the TCS Act. 1974. h) Provision of borrowing capacity of the Society should also exist. i) Total elected members in a committee of a Cooperative Society shall not exceed eleven other than the Cooperative credit Structure Society, further that in an elected committee of a cooperative Society including the credit Stricture Society consisting of individuals as members and having members from such class or category of person, one seat for Schedule Caste or the Schedule Tribe and two seats for women shall be reserved as per provision of section 65 of TCS Act. 1974 (Third Amendment Act, 2016).

Documents to be Submitted (in case of amendment of bye-laws)	i. Copy of resolution of general meeting wherein amendment proposal have been passed, it should be submitted to the Registering Authority within a period of 2(two) months from the of the meeting at which resolution was passed as per Rules 12(4) of TCS Rules 1976 along with – a) An application in form- **"F"**, b) A copy of the relevant bye-laws in force with amendments proposed to be made in pursuance of the resolution. C) 4(four) copies of the Text of the bye-laws as it would stand after amendment, signed by the officers duly authorized in this behalf by the committee of the Society. d) A Copy of the notice to be given to the members of the Society with regard to the proposal of amendment of bye-laws. e) Such other information as may be required by the Registrar
Maximum number of days to wait to get this Service delivered	**15 (fifteen) days**
Whom to approach as an appeal (Competent Officer) If, the Service is not delivered in time	**Secretary, Department of Cooperation**
Maximum number of days to wait to get decision of the Competent Officer.	**15 (fifteen) days**

WORK FLOW FOR REGISTRATION, AMENDMENT OF BYE-LAWS OF CO-OPERATIVE SOCIETIES THROUGH ONLINE.

Steps	Activity	Service level in days	Responsible
1.	Applicant Submit registration proposal/amendment proposal/ of eligible CO-OPERATIVE SOCIETIES through online i.e Swaagat portal	**1 (one) day**	None
2.	Concerned DRCS/ARCS verify the documents, if found satisfactory, then send to the O/o the Registrar of Societies with Specific recommendation. If found not Satisfactory, observation to be communicated to the applicant	**3 (three) days**	Concerned DRCS/ARCS
3.	Dealing Assistant O/o the Registrar of Cooperative Societies verify the documents, if found satisfactory, then send to Registering authority, If found not Satisfactory, observation to be communicated to the applicant,	**3 (three) days**	Dealing Assistant O/o the Registrar of Co-operative Societies,
4.	If found Satisfactory, registration certificate is issued by the Registering authority	**7 (seven) days.**	Dealing Assistant in favour of Registering authority /Registering authority.

N.B:- Note here that, the services i.e amendment of eligible CO-OPERATIVE SOCIETIES shall continue through offline, until the said service is not developing on Swaagat portal.